



CORR-DHS VOCATIONAL EDUCATION INSTRUCTOR

CHARACTERISTICS OF WORK:

This is professional work which involves teaching offenders vocational alternatives. An incumbent teaches vocational areas such as woodwork, auto mechanics, welding, cooking, sewing, small engine repair, marine mechanics, upholstery, cosmetology, and business and office skills. An employee teaches theories, principals, and practical skills in the particular trade area. The work is performed in a classroom setting with the responsibility to prepare offenders/juvenile residents in obtaining marketable job skills before leaving the correctional facility juvenile training school. Supervision is received from the administrative superior.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Certification:

A Class "A" or higher level Teacher's Certificate from the Department of Education in the vocational area assigned by the agency.

Documentation Required:

Applicants must submit a valid copy of his/her current Mississippi "A" or higher level teaching Certificate.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The incumbent is frequently required to sit; walk; stand; and reach with hands and arms. The incumbent is occasionally required to stoop, kneel, crouch, or bend.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

ESSENTIAL FUNCTIONS:

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

1. Coordinates, develops and conducts instruction in teaching offenders principles and practical skills in a vocational area of one's expertise.
2. Evaluates student performance/progress and documents relevant factors for student files.
3. Maintains teaching materials, equipment, tools, and/or supplies.

EXAMPLES OF WORK

Examples of work performed in this classification include, but are not limited to, the following:

Provides instruction in the area of vocational expertise.

Prepares lesson plans to provide a schedule of classroom activities.

Completes classroom records and reports such as daily attendance and student progress.

Instructs students in the care and minor repair of equipment.

Instructs students in safety procedures to follow in class and in the use of equipment.

Evaluates student performance by grading classroom work and observing demonstrated skills.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.